



# FOREIGN AFFAIRS MANUAL

## VOLUME 3 – Personnel

Transmittal Letter: PER-503

Date: August 18, 2004

---

### **3 FAM 6100 Appendix A OLD 3 FAM 690, CAREER TRANSITION PROGRAM**

#### **CHANGES**

1. 3 FAM 6100 Appendix A deleted. This information incorporated into 13 FAM 630.
2. Revisions since the last update appear in italics/dark magenta. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

#### **FILING INSTRUCTIONS (Paper Copies Only)**

1. Remove 3 FAM 6100 Appendix A, TL:PER-285, 08-18-1995, 7 pages.
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist. Then fill in the entry line for TL:PER-503, and initial.

#### **DISTRIBUTION NOTICE**

1. The *Foreign Affairs Manual* and *Handbooks* (unclassified) official version can be found on State Department's Intranet site.
2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform

A/RPS/MMS/PB and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, HST B934, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

**(HR/ER)**